

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. *C 871*

Page 1 of 2

Agency
Washington County

Division/Unit
Finance/Purchasing

Item No	Description	Retention
1	Purchase orders (yellow copies by vendor) -contains but not limited to: purchase order, requisition, request for emergency purchases, correspondence, grant contracts, brochures	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
2	Purchase orders (blue copies by P.O. number)	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
3	Bids received in conjunction with other agencies -contains but not limited to: bid award notice, tabulation sheet, adding machine tapes, correspondence, notification of price changes, exemptions certifications	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
4	Bids issued by Washington Co. purchasing -contains but not limited to: invitation to bid list, bid description, change order, notice to proceed, correspondence, letter of transmittal, award, proposal, anti-bribery affidavit, bond	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
5	Quotations for services, materials, equipment -contains but not limited to: quotations sent, request for quotation, adding machine tapes, corrected billings	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
6	Engineering drawings: design/construction drawings for various county projects, submitted with bids for construction/rehab proposals	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

Approved by Department, Agency or Division Representative

Date June 21, 1999

Signature

Joni L. Bittner

Type Name Joni L. Bittner

Title County Clerk

Schedule Authorized by State Archivist

Date

JUL 20 1999

Signature

Edward C. [Signature]

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Schedule No. *C871*

Page 2 of 2

Item No	Description	Retention
7	Telephone work orders -contains but not limited to: correspondence, copies of telephone bills, proposals, service requests, work papers, sales/service agreements	Retain for three (3) years and until all audit requirements have been met, then destroy.
8	AT&T pay phone commissions -contains but not limited to: commission payment reports, pink account tickets, correspondence, contracts/modification revenue account master lists, adding machine tapes, commission agreements, brochures, listing of pay phones	Retain for three (3) years and until all audit requirements have been met, then destroy.
9	Misc. subject files -contains but not limited to: correspondence, specifications, contract affidavit, addendums, project information, invitations to bid, proposal, notice to bidders	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
10	Vendor cards: index cards listing vendor name, address, telephone number, contact person, equipment, services, material offered	Retain until updated or superseded, then destroy

1. DEPARTMENT/AGENCY

WASH. CO

2. DIVISION

~~PURCHASING~~
(FINANCE)

3. UNIT

PURCHASING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Purchase Orders
(Yellow Copies by Vendor)

5. EARLIEST YEAR / LATEST YEAR

~~1988~~ TO 1989
~~1991~~ -

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

CONTAINS, BUT IS NOT LIMITED TO; Purchase Order;
Requisition. Request for Emergency
Purchase's; Correspondence; Grant
Contracts; Brochures.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

By Vendor

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) Boxes

20
Number CU, FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2nd Floor Office
Williamsport File RM 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION Retain for Five (5) years
AND UNTIL ALL AUDIT REQUIREMENTS
HAVE BEEN FULFILLED, THEN DESTROY

19. NAME AND TITLE OF PREPARER

W. Taylor

20. TELEPHONE NUMBER

21. DATE

$$\begin{array}{r} 1.5 \\ 7 \\ \hline 10.5 \end{array}$$

$$\begin{array}{r} 11 \text{ cu. FT.} \\ 6 \\ \hline 17 \\ 19 \end{array}$$

Box 68

1. DEPARTMENT/AGENCY

WASH. CO.

2. DIVISION

~~Purchasing~~
FINANCE

3. UNIT

Purchasing

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Purchase Orders
(Blue Copies by P.O. #)

5. EARLIEST YEAR / LATEST YEAR

~~1986~~
1993

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Blue copies of Purchase Orders

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

P.O. #

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- Number _____ ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2nd Floor Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and include any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

SAME AS yellow
copies.

19. NAME AND TITLE OF PREPARER

W. Taylor

20. TELEPHONE NUMBER

21. DATE

3 CR. FT.
2
2

7

1993

1. DEPARTMENT/AGENCY

WASH. CO.

2. DIVISION

~~PURCHASING~~
FINANCE

3. UNIT

Purchasing

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Bids - Bids received in
CONJUNCTION WITH OTHER AGENCIES

5. EARLIEST YEAR / LATEST YEAR

1976 TO

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: Bid award notice;
Tabulation sheet; Adding Machine Tapes;
Correspondence; Notification of Price
Changes; EXEMPTION CERTIFICATIONS;

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify)

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify)

by Material

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2nd Floor office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

SAME AS P.O.

19. NAME AND TITLE OF PREPARER

W E Taylor

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

WASH. CO

2. DIVISION

Purchasing
FINANCE

3. UNIT

Purchasing

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Bids

5. EARLIEST YEAR / LATEST YEAR

~~1985~~ TO 1989

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Bids issued by Wash Co. Purchasing.
CONTAINS, BUT NOT LIMITED TO: INVITATION TO
BID LIST; BID DESCRIPTION; CHANGE ORDER;
NOTICE TO PROCEED; CORRESPONDENCE;
LETTER OF TRANSMITTAL; AWARD; PROPOSAL
ANTI-BRIBERY AFFIDAVIT; BOND (over)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

Bid No.
(PUR XXX)

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (Specify) BOXES

73

Number

Ch. FTR

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2ND FLOOR OFFICE
BASEMENT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
specify any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

SAME AS P.D.

19. NAME AND TITLE OF PREPARER

W. Taylor

20. TELEPHONE NUMBER

21. DATE

NON-COLLUSION CERTIFICATE - plan holders LIST; ENGINEERING DRAWINGS

13
~~24~~ cu. FT.

~~1990~~
1989

13
18
16
<hr/>
47
16
<hr/>
63
10
<hr/>
73

1. DEPARTMENT/AGENCY

WASH. CO

2. DIVISION

Purchasing
FINANCE

3. UNIT

Purchasing

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Telephone Work orders

5. EARLIEST YEAR / LATEST YEAR

____ TO ____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONTAINING, BUT IS NOT LIMITED TO: Correspondence
copies of Telephone bills; Proposals;
service Requests; Work papers;
sales/service Agreements;

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

DATE

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- ____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2nd Floor Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
include any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until
all Audit Requirements have been
Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

W. E. Taylor

20. TITLE

1. DEPARTMENT/AGENCY

WASH. CO

2. DIVISION

~~Purchasing~~
FINANCE

3. UNIT

Purchasing

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

MISC. SUBJECT FILES

5. EARLIEST YEAR / LATEST YEAR

1988

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: CORRESPONDENCE
SPECIFICATIONS, CONTRACT AFFIDAVIT-
ADDENDUMS, PROJECT INFORMATION,
INVITATIONS TO BID, PROPOSAL; NOTICE
TO BIDDERS;
(over)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

subject

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

2
Number CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2ND FLOOR OFFICE

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

USE GENERAL RETENTION

19. NAME AND TITLE OF PREPARER

WEXLEY

20. TELEPHONE NUMBER

21. DATE

Subjects included:

Boiler Plate - Chair Mats - Natural
Gas - Maintenance Contracts -
Portable Phones - Long Distance
Service

1. DEPARTMENT/AGENCY

WASH. CO.

2. DIVISION

~~Purchasing~~
FINANCE

3. UNIT

Purchasing

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

AT+T PAY PHONE
COMMISSIONS

5. EARLIEST YEAR / LATEST YEAR

1970 TO

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: COMMISSION
PAYMENT REPORTS; PINK ACCT. TICKETS;
CORRESPONDENCE - CONTRACTS/MODIFICATION
REVENUE ACCT. MASTER LISTS; Adding
Machine Tapes; COMMISSION AGREEMENTS;
Brochures; LISTING OF Pay Phones (over)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify)

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify)

DATE PAID

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

1
CH. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2nd Floor Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

W. E. Taylor

20. TELEPHONE NUMBER

21. DATE

on County Owned Property;
Work papers.

1. DEPARTMENT/AGENCY

WASH. Co.

2. DIVISION

FINANCE
~~PURCHASING~~

3. UNIT

PURCHASING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Vendor Cards

5. EARLIEST YEAR / LATEST YEAR

1991 TO

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Index cards listing: Vendor Name;
Address; Telephone No.; CONTACT PERSON;
Equipment, services, materials offered.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) Index cd.

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) Vendor

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) CU. FT.

1/4
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2nd Floor Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

RETAIN UNTIL superseded
or updated, then DESTROY.

19. NAME AND TITLE OF PREPARER

W. Taylor

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

WASH. CO.

2. DIVISION

FINANCE
~~Purchasing~~

3. UNIT

Purchasing

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

QUOTATIONS

5. EARLIEST YEAR / LATEST YEAR

1994 to

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

QUOTATIONS for services; materials;
Equipment.
Contains, but is NOT Limited To: Quotations
sent - Request for Quotation - Adding
Machine Tapes; Corrected Billings; (over)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify)

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify)

QUOTATION No.

9. VOLUME

- 226
☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify)
Number CL. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify)
Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2nd Floor Office
Basement

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

SAME AS P.O.

19. NAME AND TITLE OF PREPARER

W. Taylor

20. TELEPHONE NUMBER

21. DATE

Form of Proposal; Reorder Check Lists;
Work papers; Correspondence. Notice
To proceed.

1. DEPARTMENT/AGENCY

WASH. CO.

2. DIVISION

FINANCE
~~PURCHASING~~

3. UNIT

PURCHASING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

ENGINEERING DRAWINGS

5. EARLIEST YEAR / LATEST YEAR

____ TO ____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

DESIGN/CONSTRUCTION DRAWINGS FOR
VARIOUS COUNTY PROJECTS. SUBMITTED
WITH BIDS FOR CONSTRUCTION/REHAB
PROPOSALS.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape

☒ Other (Specify) ENG. DRAWINGS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical

☒ Other (Specify) By Project

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) Stacked

7
Number CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number ____ ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2nd Floor Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
indicate any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

W. H. Hays

20. TELEPHONE NUMBER

21. DATE